



Mini-Grant Program



Where it's all about the Children!

Application for Mini-Grants of \$7,500 and Under

General Instructions

The Lassen County Children and Families Commission accepts and reviews requests for grants of \$7,500 and under on an ongoing basis until funds are depleted. The Commission will complete its review of the materials and notify the applicant of its funding decision within approximately eight weeks of receiving the application.

To apply for a grant of \$7,500 or under from the Lassen County Children and Families Commission please submit an original and eleven (11) copies of the materials listed under "Application Materials" to:

Executive Director
Lassen County Children and Families Commission
1345 Paul Bunyan Road, Suite B
Susanville, CA. 96130

Eligibility Criteria

To apply for mini grant funds, applicants preferably are a community-based organization; faith-based organization; for profit or non profit entity; grass roots organization; for profit, or non-profit, association, public or private agency; corporation; college; university; or a municipality or unit of government located in Lassen County.

Funding Information

The Commission generally *does not* award grants for recreational programs; ongoing general operating support, debt retirement or operational deficits; clinical research; or conferences and symposia. In addition, the Commission generally does not fund requests to support individuals, general fund drives, annual appeals or endowments, or activities that exclusively benefit the members of sectarian or religious organizations. Capital improvements can not be funded. The Commission will consider short term or multi-year requests. Examples of funded projects include play ground equipment, equipment for child care such as motor skill development items, curriculum, literacy development items.

Funding Criteria

While the Commission considers a broad range of projects under its mini-grant program, funding preference for mini-grants is given to projects that are focused in three distinct areas: (1) Improved Child Health: Healthy Children; (2) Improved Family Functions: Strong Families, and, (3) Improved Child Development: Children Learning and Ready for School.

Mini-Grant Funding Priorities

The FY 2003-2005 Strategic Plan has the following key goals: (1) To improve the over-all health of children aged prenatal to five years with an initial focus on dental health; (2) To empower communities to make positive differences in their own community; (3) To educate parents on issues related to early childhood development and available children and family services and programs; and, (4) To facilitate public and private partnerships to integrate and augment child care and early childhood development services.

The Commission's emphasis is on comprehensive, integrated planning and service delivery for children aged zero to five and their families. Applicants are strongly encouraged to obtain and study a copy of the Strategic Plan of the Commission. Call (530) 257-9600 to request a copy, or download a copy from www.ccfc.ca.gov.

Proposal Format

Proposals that are incomplete or do not follow the format specified below will not be reviewed. If an item is not applicable, please explain. Please do not bind, use covers, or add cumbersome attachments to your proposal. Staple

or clip the proposal at the upper left-hand corner.

The completed application must contain an original and nine copies of the following:

1. Completed Application Form.
2. Completed Proposed Project Budget Forms (on page three) with a brief separate narrative description and explanation of each line item.
3. Responses to the proposed project description questions on page four (not to exceed three double-spaced pages with type no smaller than 12 point).
4. Roster of applicant's governing body, including name, address, professional affiliation, and length of time served;.
5. Copy of letter from the Internal Revenue Service documenting applicant's exemption from federal tax under section 501c3 including tax identification number (unless a government agency).
6. Applicant's most recent audited financial statements, unless a government agency.
7. Applicant's current operating budget.
8. One-page cover letter, on agency letterhead, signed by person authorized by applicant's governing body to submit the grant application to the Commission.

MINI-GRANTS OF \$7,500 AND UNDER

LASSEN COUNTY CHILDREN AND
FAMILIES COMMISSION
"Where It's All About the Children!"



Application Form

Organization Name _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone () _____

Name of Agency's Chief Executive: _____ Title: _____

Fax () _____ Email: _____

Project Title: _____ Tax Exempt ID# _____ Expiration Date: _____

Project Director/Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone () _____

Fax () _____ Email: _____

Organization Web Site Address: _____

Summary of Project

Project Start Date: _____ Project End Date: _____

Has the proposed project been previously submitted to the Commission? Yes _____ No _____ If yes, when? _____

Is the proposed project an augmentation to a previous grant from the Commission? Yes _____ No _____

Total project cost \$ _____ Amount requested from the Commission \$ _____

The purpose of the proposed project is to: _____

Specific community area(s) to be benefited by this project: *[Check all that apply]*

- | | |
|---|--|
| <input type="checkbox"/> Susanville | <input type="checkbox"/> Entire County |
| <input type="checkbox"/> Westwood | <input type="checkbox"/> Standish/Litchfield |
| <input type="checkbox"/> Big Valley | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Janesville/Milford | <input type="checkbox"/> Doyle/Herlong |

Which of the four strategic areas will your application address?

- ☐ Improved Systems for Families
- ☐ Improved Family Functioning
- ☐ Improved Child Development
- ☐ Improved Child Health

Please provide a short paragraph describing your project.

Print or Type:

Name of Authorized Agency Officer:

Signature:

Lassen Children and Families Commission Mini-Grant Program

Mini-Grants of \$7,500 and under



Proposed Project Budget Form

Complete the Proposed Project Budget Form and prepare a brief, separate narrative describing and explaining each budget item.

Please complete carefully

Applicant: _____ Date: _____

	REQUESTED FROM COMMISSION	OTHER CASH FUND- ING COMMITTED TO PROJECT	IN-KIND PROJECT SUPPORT	OTHER FUNDING NOT YET COMMIT- TED TO PROJECT	TOTAL PROJECT BUDGET
I. Personnel					
Salaries (list positions)					
1. _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
Payroll Taxes and Benefits	_____	_____	_____	_____	_____
Total Personnel	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
II. Other Expenses					
Consultant Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Telephone	_____	_____	_____	_____	_____
Postage	_____	_____	_____	_____	_____
Office Supplies	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____
Printing/Duplicating	_____	_____	_____	_____	_____
Information/Materials	_____	_____	_____	_____	_____
Travel	_____	_____	_____	_____	_____
Professional Services	_____	_____	_____	_____	_____
Rent	_____	_____	_____	_____	_____
Utilities	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____
Miscellaneous (list)	_____	_____	_____	_____	_____
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
Total Other Expenses	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Target Focus & Support Requested (Indicate the appropriate response for your proposal (select one in each category):

Program Area

- ☐ Improved Family Functions: Strong Families
- ☐ Improved Child Health: Healthy Children
- ☐ Improved Child Development: Children Learning and Ready for School
- ☐ Improved Systems for Families: Integrated, Accessible, Inclusive and Culturally Appropriate Services

Type of Support

- ☐ Capital Improvement (Not available for Businesses Conducted From Private Homes)
- ☐ Program Development
- ☐ Implementation



Where it's all about the children!

You are Your Proposal

The process of pursuing funds is likely to involve a number of events, not the least of which is the creation of a written proposal. Since this is so, let's consider the opportunity this written product presents your organization to answer the question of **why it should be funded**. . . . This can be done by demonstrating the following within the proposal: (1) that your organization is a strong, effective one which enjoys support from the community for which it was created; (2) that the organization exists for important reasons, that is, to help resolve challenges to members of such a community. . . . (3) that this is accomplished through carefully planned and developed programs, funding for one of which is likely being sought; and, (4) that such programs will be judged by proposing to take responsibility for documenting their impact and ability to bring about progressive community change." Harvey Chess, Grantwriting, The Model Proposal and Other Nonsense.

Proposed Project Description

Please answer each of the following questions completely and succinctly.

Limit your response to a total of three double-spaced pages with type no smaller than 12 point.

1. Describe the specific problem(s) and/or issue(s) the proposed project addresses. Who is affected? How are they affected? What are the factors contributing to the problem and/or issue? What focus area of the Commission's Strategic Plan is targeted?
2. Describe the population to be served by the proposed project in terms of age, location, economic, cultural and ethnic characteristics.
3. Describe how your proposed approach will affect specific problems/issues. What is the project work plan? How does it affect the specific problem/issue? Have cooperative relationship needed for success been established? Does this project enhance compete with, or duplicate, similar projects in the community?
4. Describe the anticipated project outcomes in measurable terms. What is the proposed evaluation plan to determine the project's success?
5. Describe your organization/agency's mission and history. What programs do you provide? How long have you been providing them?
6. Describe the professional and/or volunteer staff to be involved in this project in terms of their professional credentials, experience and training. Does your organization/agency have key staff with the experience and capability necessary to successfully conduct the proposed project?
7. Is the proposed budget realistic for the project? Please explain.
8. If the project has been, or will be, submitted to other funders, list them and the status of their consideration of this proposal. What is the status of any other funding needed to complete this project?
9. If the project is to be sustained beyond the grant period it is important that the Commission understand how this will be accomplished. Please describe in detail the sustainability plan for the proposed project.

Application Checklist

Make sure your completed application materials contain an original and eleven copies of the following items.

- | | |
|---|--|
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Copy of 501(c)(3) Determination Letter If Any |
| <input type="checkbox"/> Proposed Project Budget Form with an attached budget narrative | <input type="checkbox"/> Most Recent Audited Financial Statements |
| <input type="checkbox"/> Responses to Questions on Page Four | <input type="checkbox"/> Current Organizational Operating Budget |
| <input type="checkbox"/> Roster of Organization's Governing Body If Any | <input type="checkbox"/> Cover Letter |